

To:

Re: Non-Louisiana Resident with Out of State Driver's License- Official Driving Record

Date:

**OFFICE OF JUVENILE JUSTICE
NOTICE OF INVALID DRIVER'S LICENSE**

OJJ employees must have a valid driver's license in order to be considered an authorized driver who can drive a state vehicle on state business. OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. All authorized drivers are required to maintain a valid driver's license for the class of vehicle they are operating. Any change in the status of one's license (i.e. suspension, revocation or expiration of driver's license) shall be reported to one's supervisor and safety officer immediately. YS Policy A.2.48 (Driver Safety Program) sets out the requirements that must be met in order to be an authorized driver of a state vehicle. According to this policy, if an employee resides outside of the state of Louisiana and possesses an out-of-state license, the unit must acquire a certified copy of the Official Driving Record (ODR) from that state. The employee will be placed on the unauthorized list until the document is received, reviewed and approved. In some cases, i.e., Mississippi, the employee may have to personally obtain the certified out-of-state ODR. In this instance, reimbursement of costs may be refunded with petty cash after prior approval of 156-B process. Reimbursement of costs applies only to the cost of the certified copy of the ODR. Staff shall not be allowed to use a state vehicle or be reimbursed for any travel expense associated with obtaining the certified ODR.

Your name has been placed on the unauthorized drivers list because you are a non-Louisiana resident with an Out of State Driver's License. You must furnish the Safety Officer or designee with a certified copy of your out of state Official Driving Record (ODR) within 30 days of the day you sign for this notice, or you may be written up for failure to follow a direct order.

I have received this notice on the _____ day of _____, 201____. I understand that I must furnish the Director's Office with a certified copy of my out of state Official Driving Record (ODR) within 30 days. If I have not provided the ODR within thirty (30) days from this date, I may be written up for failure to obey a direct order.

Employee's Signature

July 1, 2012